



RECEIVED
BARBARA STATS

2018 MAR 12 AM 11:20

TOWN OF NORTH READING
Massachusetts

**Parks and Recreation Meeting Minutes of
Monday, February 5, 2018
Town Hall, Room 5 at 7pm**

Attendance:

Committee Members: Billie Luker (BL), Rick Arington (RA), Pat Filmore (PF), Sergio Coviello (SC), Rita Mullin (RM), Sheila Sturdevant (SS),

Staff: Maureen Stevens (MS), Marty Tilton (MT), Lynne Clemens (LC), Maria Brown (MB)

Tardy:

Absent: Ron Kern (RK)

Call to order: 7:04pm; Quorum, called by BL

Audience of Citizens: None

Acceptance of Minutes:

(PF) Made a motion to accept the minutes of January 8, 2018

(SS) second the motion.

Approved: 6

Opposed: 0

Abstained: 0

Motion: Passed

New Business:

- **Committee Appointments** – Committee Chair not in attendance – those present PASSED this order of business.
- **Conflict of Interest Law Acknowledgement of Receipt** – all members present signed and returned to MB.
- Request for Gift from FONRPRC to Recreation. – LC explained that she would like to hire a bicycle entertainer for the SummerScape Playground program. She would like FONRPRC to take on the expense, which would be between \$300-400. MS explained that FONRPRC has the money. SS added that FONRPRC normally gives \$1,000 to Parks & Recreation yearly. FONRPRC will fund this expense.

OLD BUSINESS:

- **Dog Park** – this order of business was PASSED. RM will meet with TA to receive guidance on how to correctly proceed with giving guidance to groups (Dog Park and Skatepark community members).
- **Capital Goals** – Committee Chair not in attendance – those present PASSED on this order of business.

Parks & Recreation Meeting Minutes

Monday, February 5, 2018

Page -2-

Parks Director: (MT)

- Roof at barn – Contractors hired. Repairs almost done
- Recreation Center ramp – Repairs done. Need to wait for warmer weather to repair concrete landing at end of ramp.
- IRP watershed Kiosk - P&R was approached by Rachel Schneider (Ipswich River Watershed Assoc.) to install an information Kiosk at boat ramp at IRP. LUC is in support of installing. Funds would be from grant they are pursuing. Kiosk would have information on the River, pamphlets and maps. MT met with them and is in agreement with the location they have chosen.

SS made a motion to install Kiosk at the location that was discussed w/LUC's approval.
PF seconds the motion.

Approved: 6

Opposed: 0

Abstained: 0

Motion: Passed

- Concession/Bathroom – building is being built. Delivery date is the first week of March. Everything is on target. There was a Change Order – Athletic Facilities Committee – Doors to Concession/Bathroom will be phone/computer operated. Memorandum of Understanding will be discussed for cleaning of bathrooms and who will be responsible during what events.
- Interview Acting Foreman – Mike Marciano will be interviewed on Tuesday, February 6 2018.
- Winter Maintenance – they are all working on equipment maintenance to get ready for Spring.
- DPW – Mike and Brian working a lot with DPW since they are short-handed.
- Trailer for BBQ – MT will meet with Leah from Conservation to discuss parameters of replacing trailer with permanent structure or something that needs to be moved in and out.

Recreation Director (LC):

- Currently running mini-sessions.
- Working on summer hiring. Need to put out help wanted ads for every position (camps, enrichment, science, etc.). Need to work on Special Municipal Appointments.
- Working with HR on bids. They'd like LC to meet with Liz (Finance Director) on specifics for procurement. LC did ask Recreation Departments in other Towns if they need to do obtain bids, none of them had to.
- Sent out letters to former employers. Only two not returning. Two others not be asked to return. LC may offer two former employees Summer Director Positions.
- Enrollment in programs going well.

Operations Director (MS):

- FYBudget 19 – update. Met with Finance Director and TA. Mentioned subsidy of three positions. What does it entail? Money in budget reflects carrying over raises. They will discuss and get back to MS. Need to know by April 2nd-BOS Budget Hearing.
- NUE contract not settled yet.
- FY19 Capital Plan Update – discussed paving at Rec Center. Agreed that paving would be in our best interest to enhance property. They said to pay least amount of money but get quotes.

OTHER BUSINESS:

LUC (RM):

(PF) Made a motion to Approve Rita Mullin as Liaison between Recreation and LUC.
(SC) second the motion.

Approved: 6 Opposed: 0 Abstained: 0 Motion: Passed

- RM – still discussing whether they will pursue Farmers Market for 2018 summer.

CIT (RM):

- Youth Service Director moving into a new Position as Grant Coordinator working under NRPD. It's a 5 year contract. They may be changing the youth services position to a Family Services.
- NR night off is March 13, 2018.

FONRPRC (MS):

- 2018 Summer BBQ – MS working on securing bands and children's entertainers.
- Disney Character Breakfast, January 21st. – Sold out at both seatings. Event went very well. Food was great. Hashbrown bake went over very well. Sponsorship was \$675. HS Volunteers were great. It was great that we could get into the Moose the day before to clean kitchen and put some supplies there. Profit was \$2,145.49. We did purchase some supplies that we'll use year after year (costume, griddle, garment bags for costumes. Looking to invest some funds for new costume(s) for next year. Next year – change price - \$10 Adult, \$10 Children. Change seating times – 8:30am and 10:15am.
- Wine & Food – tickets selling slowly. MB will email Rec. members for liquor table donations. Tickets were issued to each committee member for selling. MT will get in touch with consignment auction items and locate banner for W&F.

Next Meeting: Monday, March 4, 2018

- **Adjournment:**

(SS) made a motion to adjourn meeting at 8:10pm.
(PF) seconds the motion.

Approved: 6 Opposed: 0 Abstained: 0 Motion: Passed

